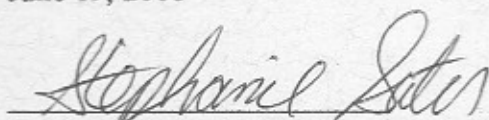


City of Lynchburg
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Addendum for Proposal
Downtown Parking Consultant
06-348

Date: June 19, 2006

From:



Stephanie Suter, CPPB, Procurement Coordinator

RE: Addendum No. 1 for the Downtown Parking Consultant Request for Proposals

The following questions were submitted for clarification:

1. **Will the City or Parking Authority staff be able to provide a meeting room for meetings with groups and individuals?**
City staff, which assists the appointed Parking Authority members, will be responsible for providing meeting rooms.
2. **Will the City or Parking Authority staff assist in setting up meeting with the appropriate groups and individuals?**
City staff will provide appropriate resources for meetings. City staff will help the consultant organize meetings.
3. **The RFP mentions that supply and demand data has been recently updated and is to be analyzed by the consultant. Does this data include on-street and off-street parking? Does this data include occupancy counts (how many cars are parked) as well as space turnover (how many times are spaces used during a day)?**
The existing data was created during the planning process of the 2000 Downtown and Riverfront Master Plan. This data includes a physical count of all off-street parking and on-street parking counts only for Church and Main Street. Off-street parking data includes owner information, number of spaces, how spaces are rented, and their occupancy during certain times of the day. This data was updated in 2005 and 2006. On-street parking data is incomplete and will need to be updated. The data does not include space turnover. The data also includes a building survey consisting of total square footage, occupied square footage, and number of employees; this data was used to calculate current parking demand.

4. **To better estimate the schedule, is there some way to quantify the amount of data to review? Twenty pages? Fifty pages?**
The original report includes 46 pages of data and text. Additional spreadsheets and supplemental information exceeds 25 additional pages of text.
5. **For purposes of this project, approximately how large is the downtown area to be studied?**
The study area extends from 5th Street to the 29 Expressway at Church Street, and Clay Street to the Riverfront. One additional parcel containing 250 spaces included in the study is located between 4th and 5th on Court Street.
6. **How many spaces are in the Main Street Deck?**
There are 432 spaces in the Main Street Deck.
7. **How extensive does parking data collection need to be (hourly surveys, multiple days, weekday, and a weekend day?)**
The City is issuing this request for proposals because the resources to fully complete and comprehend the results of a parking study are unavailable at this time. The City will review the requests for proposals based on the knowledge of the consultant to accurately project the extensiveness of data collection.
8. **How many public presentations would be anticipated?**
At least three presentations will be needed; one to the Parking Authority, one to the Planning Commission, and one to City Council.
9. **How many copies of the final report would be requested?**
Ten paper copies and an electronic copy to include all supplemental material.
10. **Regarding parking demand estimates, building use and occupancy, what type of information would be available to the consultant?**
All of the above data exists and will be made available to the consultant. For further clarification, see question # 3.
11. **Does the City have a GIS database, and if so, what information would be available to the consultant?**
The City has complete planimetrics, digital topographic data, and aerial photographs, all of which can be made available to the consultant who has been awarded a contract.
12. **Who completed the supply and demand analysis that was included in the 2000 Downtown Master Plan?**
Sasaki and Associates, Inc., Economics Research Associates, and Craddock Cunningham Architectural Partners. The data has since been updated by City Planning staff.
13. **Is the Master Plan document available electronically?**
The Master Plan is available on the Planning Division website of the Community Development Department. The Appendices, which include the hard data, is not available electronically.

14. **How many potential structured parking sites will need to be studied?**
Although the Master Plan suggests sites for structured parking, City staff does not anticipate that at this time, any new parking sites will need to be developed. It is the goal of the City in hiring a consultant to provide a report which aids the city in maximizing existing spaces, and provides a timeline for future deck construction when demand exceeds supply.

15. **Once “Offerors” are short-listed might the City choose to conduct face-to-face interviews?**
Yes. The City will conduct face-to-face interviews with the short-listed candidates.

16. **Who will manage the project from the City’s side?**
The project will be managed by the Community Development Planner.

17. **The selection committee is made up of how many members and what is their role with the City?**
The selection committee will be made up of City Staff from the Community Development Department, the Economic Development Department, and the Office of the City Manager.

18. **Does the City have a budget for this study, and, if so, what is the budget?**
Funds have been identified by City Council, but the scope of the project will need to be negotiated with the consultant. The City is anticipating entering into a long term relationship with a consultant that will start with an analysis of current information and evolve into increasingly complex analysis and planning as the downtown parking situation is better understood and policy decisions are made based on the analysis and reasonable alternatives. Initially, the City needs to understand how to best maximize the efficiency and effectiveness of existing parking (both on street and off street). Ultimately, the work could involve the siting and design of new parking structures. At this point, however, the City is not willing to presume a specific path.

19. **Do you foresee any traffic and/or transportation planning services to be performed during the parking study?**
The City does not anticipate requiring any traffic or transportation planning services at this time. There is, however, a proposal to convert a one way pair downtown (Main and Church Streets) to two-way traffic. There is some concern about the impact of such a change on parking.

READ TERMS AND CONDITIONS AND SIGN

In compliance with the above BID, and subject to all the conditions hereof, the undersigned offers and agrees to comply with any or all of the terms and conditions contained herein, or as mutually agreed upon by subsequent negotiations. This form shall become part of the final file.

COMPANY NAME: _____ *ADDRESS:* _____ *DATE:* _____

AUTHORIZED SIGNATURE: _____ *TITLE:* _____

PRINT NAME: _____ *TELEPHONE NO.:* _____ *FAX NO.:* _____